

OFFICE OF THE CITY CLERK, CITY OF LAWTON
REQUEST FOR RECORDS

1. Person or company making request: InfoSend, Inc.	2. Telephone Number (daytime): (239) 600-6722
3. Address: 4240 E. La Palma Ave., Anaheim, CA 92807	
4. Are you: <input type="checkbox"/> the news media? <input type="checkbox"/> a resident or property owner in Lawton? <input checked="" type="checkbox"/> commercial business? <input type="checkbox"/> a scholar or author researching governmental affairs? <input type="checkbox"/> other? (list other type here)...	
5. Records sought: (please be as specific as possible) current vendor information & pricing for Utility Billing & Invoice Services	
6. Do you want copies of the records sought? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Physical copy not needed	
7. Do you intend to use information from the records for commercial purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
*** Some records can be produced while you wait. Others may require time to search in which case you will be notified when the records are ready for pickup. Or, at our option, you may be given access to all records and asked to make your own search. By making this Request for Records, you agree to pay all photocopying and search fees, if applicable, in the amounts and under such conditions as are posted in the lobby of City Hall.***	
	8. Signature: <i>Mariusz Bielecki</i>

OFFICIAL USE ONLY	
Photocopying Fee: _____ pages @ _____ per page = \$ _____	
<input type="checkbox"/> Search fee: _____ hours @ _____ per hour = \$ _____	
Records provided:	
Records denied and reasons:	
Approved by:	Date